

County of Hawai'i Department of Research and Development  
Impact Grants for Fiscal Year 2024-2025 Amendment No. 1

## Frequently Asked Questions

**1. What is the Department of Research and Development Impact Grants Program?**

The Department of Research and Development (R&D) Impact Grants program is an annual competitive opportunity intended to support research, programs, or projects that advance measurable positive economic, environmental, and equitable impacts for Hawai'i Island residents. Funded projects align with R&D's program areas of Agriculture and Food Systems, Business and Industry Development, Community Well-Being, Energy, Film and Creative Industries, and Regenerative Tourism.

**2. Who is eligible to apply for funding?**

The following list of entities may apply provided they serve the residents of and visitors to the County of Hawai'i:

- a. Non-profit organizations exempt from federal income tax by the Internal Revenue Service or non-profit organizations that are registered with the State of Hawai'i.
- b. Educational institutions.
- c. State and County agencies.

**3. Who is ineligible to apply for funding?**

Individuals and for-profit businesses may not apply for funding.

**4. May an applicant apply through a non-profit fiscal sponsorship organization?**

Yes, as long as the project or program results in a broad-based community benefit.

**5. How much funding is available under this grant program?**

Each program is allocated \$70,000 for awards.

**6. What is that average award amount?**

- Awards may range from \$3,000 to \$25,000 for Awards made under the Agriculture and Food Systems, Business and Industry Development, Community Well-Being, Film and Creative Industries, and Regenerative Tourism.
- Awards may range from \$3,000 to \$60,000 for Awards made under the Energy Program.

**7. Is there a matching funds requirement?**

Yes. There is one-to-one matching funds requirement for small innovation grants

and a one-to-two matching funds requirements for large innovation grants. Matching funds may be in the form of cash, in-kind contributions, or a combination of both.

### **8. What kinds of things does this program fund?**

All expenses should be reasonable and directly related to the proposed project.

Common allowable uses of R&D funding include:

- Advertising
- Brochures and printed collateral materials.
- Electronic media.
- Equipment purchase.
- Facility rental.
- Postage.
- Public relations.
- Salary and wages.
- Security.
- Shipping.
- Consultant services.
- Supplies and materials.
- Travel.
- Website development

### **Grant funding restrictions:**

- County funding will pay for the applicant’s administration costs of up to a maximum of ten percent of the total grant award with a cap of \$2,500.00. This is not an indirect cost rate. The Administration Costs category covers expenses the grantee incurs while managing the award.
- Personnel costs should not be the primary use of grant funds. To demonstrate financial sustainability, projects will not rely on grant funding for critical operating expenses like salaries and wages.

### **9. What costs are not funded in this program?**

- Commercial film production.
- Fundraising expenses.
- Business or organizational start-up plans.
- Proposal preparation expenses.
- Alcoholic beverages.
- Indirect costs.

### **10. What is the proposal package format?**

Full instructions are located in Section 3 of the Request for Proposals (RFP). Narrative guidelines are described in Section 3.4.3. The application process will be completed online. The Department’s AmpliFund Grant Portal will have form sections for all former paper processes, including

- Project Abstract and Narrative
- Project Budget
- Project Activities, Measures, and Proposed Output Targets
- Organization Information

- Acknowledgement and Term of Use Agreement.

**Mandatory Organizational Documents** Applicants are required to upload the following documents, as applicable, in the Required Documents section of the Online portal.

- Conflict of Interest Disclosure Form. All applicants must complete this form, which is posted online at [www.hawaiicounty.gov/impact](http://www.hawaiicounty.gov/impact), and will be available to download, sign, and upload within the portal. One or more forms may be uploaded depending on the number of individuals within the applicant organization reporting potential conflict of interest.
- Current Charter or Articles of Incorporation.
- Current Bylaws.
- Corporate Resolution.
- Current Board of Directors list including names, titles, addresses, occupations, and terms of office for all officers and members of the Board of Directors.
- A list of persons who will execute that project and manage the funded activities. Include descriptions of their education, work experience and qualifications. Current curriculum vitae may be used to provide descriptions of education, work experience, and qualifications.
- Copy of IRS verification of tax-exempt status.
- Current Financial Statements (audited financial statements or current balance sheet and profit and loss) signed and dated.

**11. I'm afraid of this new online program. Will anyone be able to help me?**

The Department of Research and Development and its vendor AmpliFund will schedule training sessions throughout the application period to assist potential grantees with technical questions. Tutorials and guides will also be provided on [www.hawaiicounty.gov/impact](http://www.hawaiicounty.gov/impact). The program is easy to navigate and intuitive. Applicants may begin their applications online and save their progress until ready to submit.

**12. If an organization received funding from the Department of Research and Development in the past, does it still need to supply organizational documents with a new proposal?**

Yes, submission of current organizational documents is required.

**13. What is the deadline for proposals?**

Proposals must be submitted through the Grant Portal and accepted via a “success” message, by 4:30 p.m., Hawai‘i-Aleutian Standard Time, on Wednesday, February 5, 2025.

**14. Is there any way to submit hard copy proposals?**

All proposals must be submitted online via the Department of R&D’s online grant portal. The portal line will be available on [www.hawaiicounty.gov/impact](http://www.hawaiicounty.gov/impact). Neither faxed nor emailed proposals will be accepted.

**15. May an applicant attach its own budget to its proposal and simply write “see attached” on the forms in the application package?**

No. All applicants are expected to use the online grant portal’s built-in budget format.

**16. The “Exhibit B – Contract Provisions” section list laws and regulations that a contractor must follow. Where are these laws located?**

- The Hawai’i County Charter and Hawai’i County Code can be found on the home page of the Office of the County Clerk at <http://www.hawaiicounty.gov/lb-clerk-home/>
- Hawai’i Revised Statutes: <https://www.capitol.hawaii.gov/hrscurrent/>
- Chapter 103, Hawai’i Revised Statutes: [https://www.capitol.hawaii.gov/hrscurrent/Vol02\\_Ch0046-0115/HRS0103/](https://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/)
- Chapter 378, Hawai’i Revised Statutes: [https://www.capitol.hawaii.gov/hrscurrent/Vol07\\_Ch0346-0398/HRS0378/](https://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0378/)
- Chapter 489 Hawai’i Revised Statutes: [https://www.capitol.hawaii.gov/hrscurrent/Vol11\\_Ch0476-0490/HRS0489/](https://www.capitol.hawaii.gov/hrscurrent/Vol11_Ch0476-0490/HRS0489/)
- Chapter 396, Hawai’i Revised Statutes: [https://www.capitol.hawaii.gov/hrscurrent/Vol07\\_Ch0346-0398/HRS0396/](https://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0396/)
- Chapter 386, Hawai’i Revised Statutes: [https://www.capitol.hawaii.gov/hrscurrent/Vol07\\_Ch0346-0398/HRS0386/](https://www.capitol.hawaii.gov/hrscurrent/Vol07_Ch0346-0398/HRS0386/)

**17. If a project is awarded funding, what are the next steps?**

All organizations that receive awards must enter into a contract with the County. The proposal and budget will become part of the contract, or Memorandum of Agreement (MOA), along with the Contract Provisions, which are part of the solicitation package.

Here is what grantees may expect:

- a. Each applicant will receive a letter from the Director of the Department of Research and Development that explains the funding decision (approved at full request; or approved, but for an amount lower than the request; or declined.)
- b. If award is less than a request, the applicant will be asked whether or not it

wishes to accept the lower award. If the lower award is acceptable, the applicant will be asked to modify its original budget and proposal to reflect that change.

- c. If awarded, an applicant must provide documentation of matching funds if documentation was not supplied when the proposal was submitted. A maximum of 30 days is allowed in which to provide proof of matching funds.
- d. Once the final project proposal and budget is complete, a Program Specialist will forward a Memorandum of Agreement (MOA) to the grantee organization for appropriate signatures. Additional documents that may accompany the MOA for signatures include:
  - Acknowledgement of the County of Hawai'i's Anti-Discrimination and Harassment Policy accompanied by a copy of the policy; and
  - A V-8 Vendor Form, which is required by the Department of Finance to enter the organization in the County's accounting system.
- e. Research and Development will verify the organization's compliance on Hawai'i Compliance Express (see IMPORTANT FIRST STEP below), and circulate the signed MOA to the County's Purchasing, Accounts, Finance, and Corporation Counsel offices for appropriate authorizations and approvals, and finally to the Mayor and the County Clerk for execution.
- f. Research and Development will forward a copy of the fully executed MOA to the grantee organization with instructions to begin the proposed project and to submit an invoice for initial payment.

**IMPORTANT FIRST STEP:**

Please be sure to register on Hawai'i Compliance Express (HCE). On July 6, 2011, Act 190 relating to Small Business was signed into law by Governor Neil Abercrombie. Act 190 requires compliance certificates obtained through the Hawai'i Compliance Express (HCE) for Tax clearance, Department of Commerce and Consumer Affairs, and Department of Labor and Industrial Relations compliance for any contract and procurement of \$2,500.00 or more. State and county agencies are required to utilize the HCE to obtain proof of compliance prior to award and for final payments to vendors.

The HCE is an electronic system that allows vendors doing business with state or county agencies to quickly and easily obtain proof that they are compliant with applicable laws. The HCE certificate, “Certificate of Vendor Compliance,” is submitted in place of a tax clearance, labor certificate, and a Certificate of Good Standing required in Hawai‘i Revised Statutes (HRS) §103D-310(c).

To register for Hawai‘i Compliance Express, go to the Department of Accounting and General Service’s Hawaii Compliance Express web page at <https://vendors.ehawaii.gov/hce/splash/faq.html> , complete the easy step-by-step process, and pay the registration fee online using a credit card. Vendors must ensure compliance at all times in order for the HCE certificate to be valid. R&D will verify compliance online at time of award and prior to issuing any payment. It can take a newly registered vendor about ten business days to receive their compliance status.

**18. Are there contacts for additional information?**

Please contact the appropriate R&D Program Specialist:

Program	Program Specialist	Telephone Number /Email Address
<b>Agriculture</b>	Glenn Sako Economic Development Specialist	(808) 961-8811 <a href="mailto:Glenn.Sako@hawaiicounty.gov">Glenn.Sako@hawaiicounty.gov</a>
<b>Business &amp; Industry Development</b>	Michelle Agbigay Economic Development Specialist	(808) 961-8375 <a href="mailto:Michelle.Agbigay@hawaiicounty.gov">Michelle.Agbigay@hawaiicounty.gov</a>
<b>Community Well-Being</b>	Yoshiaki Otake Economic Development Specialist	(808) 961-8496 <a href="mailto:Yoshiaki.Otake@hawaiicounty.gov">Yoshiaki.Otake@hawaiicounty.gov</a>
<b>Creative Industries</b>	Sherry Nakagawa Film Commissioner	(808) 323-4702 <a href="mailto:Sherry.Nakagawa@hawaiicounty.gov">Sherry.Nakagawa@hawaiicounty.gov</a>
<b>Energy</b>	Riley Saito Economic Development Specialist	(808) 323-4704 <a href="mailto:Riley.Saito@hawaiicounty.gov">Riley.Saito@hawaiicounty.gov</a>
<b>Food Systems</b>	Sarah Freeman Food Systems Specialist	(808) 961-8582 <a href="mailto:Sarah.Freeman@hawaiicounty.gov">Sarah.Freeman@hawaiicounty.gov</a>
<b>Regenerative Tourism</b>	Lori Okami Economic Development Specialist	(808) 323-4705 <a href="mailto:Lori.Okami@hawaiicounty.gov">Lori.Okami@hawaiicounty.gov</a>
<b>Main Office</b>		(808) 961-8366 Hilo (808) 323-4700 Kailua-Kona <a href="mailto:chresdev@hawaiicounty.gov">chresdev@hawaiicounty.gov</a>